

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: ASB ACCOUNTING TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of an assigned administrator, perform a variety of specialized accounting duties to assure accurate accounting of ASB, athletic and other assigned student accounts for an assigned high school or District middle schools; prepare, process and maintain assigned ASB funds and accounts; prepare and maintain accurate financial and statistical records and reports related to assigned accounts.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of specialized accounting duties to assure accurate accounting of ASB, athletic and other assigned student accounts for an assigned high school or District middle schools; review accounts for errors and make adjustments as needed; assure accounting activities comply with established guidelines, policies and procedures.

Prepare, process and maintain assigned ASB funds and accounts; assemble, match, sort, tabulate, check and post a variety of financial and statistical data including income and expenditures; review, adjust and assure accuracy of journal entries; balance and reconcile assigned ASB accounts.

Collect, receipt and account for monies related to student functions and activities such as student store, club accounts, ASB funds, testing fees, orientation, athletic events, ASB cards, yearbooks, daily concessions, dances and special events; count and record monies into proper accounts.

Review, process and evaluate invoices as assigned; verify invoices and match with delivery records; review invoices and process checks for disbursement; audit invoices; identify and resolve invoice discrepancies.

Compile and evaluate a variety of financial data; prepare and maintain a variety of financial and statistical records and reports related to ASB, funds, accounts, income, expenditures, taxes, students, profit & loss, checking and assigned activities; establish and maintain filing systems.

Train and provide work direction and guidance to assigned student assistants; explain accounting and office standards, techniques, practices and procedures to students; train new personnel as assigned by the position.

Input a variety of financial and statistical data into an assigned computer system; maintain various automated records and files; initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and statements; assure accuracy of input and output data.

Audit deposits and expenditures as assigned; process monthly closing of ASB and other assigned accounts; record bank adjustments, interest earned and NSF checks; reconcile checking accounts.

Coordinate and organize cash boxes for school activities and athletic events; prepare and make bank

deposits; initiate account transfers as needed; maintain petty cash; distribute funds; post to appropriate accounts.

Monitor inventory levels of ASB office, student store, concession stand and other assigned supplies; order, receive and store supplies; initiate purchase orders; organize and conduct regular and periodic inventories and prepare related records and reports.

Review and process athletic clearance forms for fall, winter and spring sports; coordinate student insurance coverage for athletics.

Communicate with parents, students, administrators, teachers, staff and outside agencies to exchange information and resolve issues or concerns related to ASB funds and financial policies, procedures, regulations and activities.

Operate a variety of office equipment including a calculator, copier, fax machine, cash register, computer and assigned software; drive a vehicle to conduct work.

Participate in a variety of assigned activities such as processing forms and applications, preparing lists, compiling and duplicating materials, selling tickets, collecting outstanding debts, ordering athletic equipment and supplies, and preparing transportation requisitions.

Assist with the preparation and maintenance of the ASB Budget; process budget transfers and revisions as needed.

Compile and prepare information for internal and external audits.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Methods, procedures and terminology used in technical accounting work.  
Generally accepted accounting and auditing principles, practices and procedures.  
Financial and statistical record-keeping techniques.  
Preparation of financial statements and comprehensive accounting reports.  
Policies and objectives of assigned programs and activities.  
Processing of invoices, receivables and related documents.  
Preparation, review and control of assigned accounts.  
Applicable laws, codes, regulations, policies and procedures.  
Data control procedures and data entry operations.  
Modern office practices, procedures and equipment.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills including tact, patience and courtesy.  
Arithmetic computations.

**ABILITY TO:**

Perform a variety of specialized accounting duties to assure accurate accounting of ASB, athletic and other assigned student accounts for an assigned high school or District middle schools.

Prepare, process and maintain assigned ASB funds and accounts.

Assure accounting activities comply with established guidelines, policies and procedures.

Apply bookkeeping and financial record-keeping practices to the maintenance of assigned accounting records.

Maintain accurate financial and statistical records.

Compare numbers and detect errors efficiently.

Verify, balance and adjust accounts.

Make arithmetic computations with speed and accuracy.

Process and record accounting transactions accurately.

Prepare and analyze comprehensive accounting reports.

Learn District organization, operations, policies and objectives.

Interpret, apply and explain rules, regulations, policies and procedures.

Meet schedules and time lines.

Operate a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or related field and three years increasingly responsible accounting experience in the maintenance of financial records.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Bending at the waist, kneeling or crouching to retrieve and file materials.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing and pulling moderately heavy boxes.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*

*Office-Technical Job Description*

*Adopted by BOT 1/25/03*

*Revised BOT 1/23/06*